

STATEWIDE  
*Arizona Air National Guard*  
Active Guard/Reserve (AGR) Announcement  
JOINT FORCES HEADQUARTERS/HRO  
5636 East McDowell Road, Bldg M5710  
Phoenix, Arizona 85008-3495  
PHONE (602) 629-4826: DSN 853-4826  
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER: 18-136A	OPENING DATE: 21-Feb-2018	CLOSING DATE: 16-Mar-2018
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**POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:**  
Information Resources Specialist, D1851000, E-5/SSgt - E-7/MSgt, GS-0301-09, MPCN:009937961L

**\*\*Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.\*\***

<b>APPOINTMENT FACTOR:</b> OFFICER <input type="checkbox"/> ENLISTED <input checked="" type="checkbox"/>	<b>AFSC:</b> 3D0X1	<b>ASVAB:</b> G-64
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**LOCATION OF POSITION:** 161st Air Refueling Wing, Phoenix, Arizona

**AREA OF CONSIDERATION:** This position is the Active Guard and Reserve Force and is **open to current members of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

**NOTE:** This position is subject to rotating shifts, night shifts, and weekends/holidays.

**NOTE:** To be considered for this position, member must possess one of the following AFSC's: 3D051, 3D071, 3F051, 3F071, 3F551, or 3F571, and must meet the minimum ASVAB score of "General: 64" to be able to qualify for placement into the 3D0X1 career field.

**NOTE:** Must possess an active Secret clearance.

**NOTE:** Selected applicant can not start earlier than 1 April 2018.

**NOTE:** Re-announced from 18-098A, previous applicants will be transferred to new announcement.

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**INSTRUCTIONS FOR APPLYING:**

**Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:**

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**Detailed Resume**

**AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**

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**Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**

**Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

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**NATIONAL GUARD REQUIREMENTS:**

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.20.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program**

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**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Ability to manage the Wing/Base Electronic Records Management (ERM) and Records Life Cycle Program for supported organizations according to Air Force directives using automated management systems, instructions, and general guidance from higher headquarters. Administers electronic records structure, permissions and storage. Prepares, reviews, and provides direction and guidance in support of ERM requirements.
  2. Ability to manage Wing/Base Freedom of Information Act (FOIA) and Privacy Act (PA) Programs. Provides guidance and training concerning information privacy, confidentiality, security, disclosure and sharing of information collected regardless of media. Reviews and evaluates all information requests subject to the FOIA or Privacy Act.
  3. Ability to manage Wing/Base official U.S. mail program. Determines requirement for and expenditure of postal funds. Develops and implements local guidance and instructions for following specialized mail handling procedures. Provides for contingency support and reports official mail matters to higher headquarters.
  4. Ability to develop, implement and maintain work center training programs. Plans and schedules tasks and training activities for drill status guard members. Oversees and conducts on-the-job training (OJT) for personnel. Creates and develops lesson plans. Ensures availability of facilities and training aids. Monitors the training status of personnel and ensures that supplemental and/or remedial training is accomplished. Responsible for documentation of accomplished training in a timely manner.
  5. Ability to serve as Wing/Base Webmaster for all internet and intranet pages, including SharePoint, the AF Portal and Communities of Practice (CoPs). Manages, coordinates and implements local and higher headquarters policies and regulatory statutes concerning content, format and maintenance of Web pages.
  6. Ability to ensure deployment readiness of section personnel, equipment, and supplies. Plans for deployment/contingency support.
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7. Coordinates with higher headquarter elements, Program Management Offices, Specific System/Hardware Support Elements, OEM Vendors and Vendor Contracted support facilities for issue resolution pertaining to the most efficient and effective acquisition, portrayal, manipulation and destruction of Wing/Base information.

8. Manages work center supply functions such as ordering and receiving of equipment, supplies, bench stock, logistics products, historical records, Test, Measurement, and Diagnostic Equipment (TMDE) services.

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**SPECIALIZED EXPERIENCE:** Must have at least 24 months experience, education or training in any position that required compiling reports, letters, memoranda, etc., and required person-to-person contacts to convey information. Applicants must have experience providing technical guidance and assistance in the type of work or in comparable work of the position to be filled. Applicants must have a thorough knowledge and understanding of administrative procedures and practices of management. Experience developing administrative procedures.

**BRIEF JOB DESCRIPTION:** This position is located at the 161<sup>st</sup> Air Refueling Wing (Phoenix, AZ) in the Plans and Resources Flight of the Communications Squadron, Mission Support Group, of an ANG Aviation Wing. The primary purpose of this position is to implement and administer the Information Resource Management Program within the Wing/Base network and manual operating environments. This includes the management, organization, direction, control, and customer education of all actions associated with the collection, creation, use, and dissemination of official information, and related records to include the administration of Wing/Base assigned Information Management Personnel according to governing directives at Wing/Base, tenants and geographically separated units if assigned.

**SELECTING OFFICIAL:** Lt Col Michael J. Mansfield, 602.302.9212, michael.j.mansfield2.mil@mail.mil

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